

21 NOV 1978
OC-M78- 854

MEMORANDUM FOR: Assistant for Information, DDA
THROUGH : Acting Deputy Director for Administration
STAT FROM :
Director of Communications
SUBJECT : Portion Marking of Documents
REFERENCE : Proposed Handbook HHB

STAT

1. It is noted that the indication of classification by paragraph follows the ending of individual paragraphs. We believe that the indication should be at the beginning of each paragraph to provide the reader of the document with advance notice that information within the paragraph contains, or does not contain, classified information. We also believe this would be an advantage if a paragraph is continued on the following page. 2

2. Under E.O. 11652, the Department of Defense placed the portion marking at the beginning of each paragraph. If the Department of Defense and other Federal Agencies follow this practice under E.O. 12065, and the Agency places its portion markings at the end of paragraphs, we would have Agency unique portion markings.



STAT

78-4383

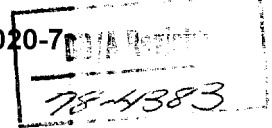
21 NOV 1978

OC-M78-854

MEMORANDUM FOR: Assistant for Information, DDA
THROUGH : Acting Deputy Director for Administration
FROM :
Director of Communications
SUBJECT : Portion Marking of Documents
REFERENCE : Proposed Handbook HHB

1. It is noted that the indication of classification by paragraph follows the ending of individual paragraphs. We believe that the indication should be at the beginning of each paragraph to provide the reader of the document with advance notice that information within the paragraph contains, or does not contain, classified information. We also believe this would be an advantage if a paragraph is continued on the following page.

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21 NOV 1978
OC-M78-857

MEMORANDUM FOR: Assistant for Information, DDA
THROUGH : Acting Deputy Director for Administration
FROM :
Director of Communications
SUBJECT : Portion Marking of Documents
REFERENCE : Proposed Handbook HHB

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ORIG:OC-SSD/ICB 15 November 1978

Control Marking

() Agency Restricted

- (a) This control marking may be used for information prepared by CIA personnel or consultants - such as that pertaining to opinions, recommendations, interpretations, plans, programs, or procedures - the disclosure of which could prejudice, hinder, or deter the CIA from carrying out significant, essential management, administrative, or legally prescribed functions.
- (b) The intent of this marking is to:
1. insure that such information is only released to the public through authorized CIA channels and
 2. provide an environment conducive to the uninhibited exchange of ideas.
- (c) Access to information marked "Agency Restricted" is on a need-to-know basis, *i.e.*, employees:
1. may neither use nor seek such information for any purpose other than in the performance of their official duties and
 2. must handle, store, and dispose of such information in a manner *allow only for need-to-know* so as to ~~properly restrict~~ access.
- Failure to comply with the restrictions on access and use will subject the employee to administrative, disciplinary action.

() Access Limited

(a) This control marking will be used to flag opinions, recommendations, interpretations, or plans, prepared by CIA personnel or consultants prior to the implementation of policy, the disclosure of which could prejudice, hinder, or deter the CIA from carrying out significant, essential management, administrative, or legally prescribed functions.

(b) The intent of this marking is to:

1. alert employees to the special nature of information so marked ~~and~~ for the purpose of limiting access
2. provide an environment conducive to the uninhibited exchange of ~~ideas~~ ideas.

(c) Access and use of information marked "Access Limited" is limited to those employees or consultants involved in the preparation or formulation of policy. ~~XXXXXX~~ Employees:

1. may neither seek access to nor use such information for any purpose other than in the performance of their official duties and
2. must handle, store, and dispose of such information in a manner so as to allow only for the prescribed limited access.

(d) Failure ~~to~~ comply ~~with~~ with the restrictions on access and use will subject the employee to

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